

REAL ESTATE & FACILITIES FEDERAL ACQUISITION REGULATION SUPPLEMENT PART 204—ADMINISTRATIVE MATTERS

SUBPART 204.2—CONTRACT DISTRIBUTION

204.201 Procedures.

(f) Contracting Officers shall ensure that the Contracting Officer Representative (if any) assigned to the contract receives a copy of contracts and modifications.

SUBPART 204.8—GOVERNMENT CONTRACT FILES

204.803 Contents of contract files.

(29) Include a copy of the DD Form 350 for obligations/deobligations over \$25,000, or for actions of any dollar value in designated industry groups under the Small Business Competitiveness Demonstration Program (FAR 19.10).

204.803(S-90) Contents of eight-part contract folders.

(a) File all contracts (excluding simplified acquisition instruments) in eight-part contract folders. Sections of a folder are to read A through H from right to left. File folder contents as follows: file the original, Contract File Content Index (REFCO Form 11), inside the first flap (Section H) and retain as a permanent part of the file. As documents, forms and other papers are received, file chronologically, bottom to top, in appropriate sections. Circle items in the “In File” column of the Index format to show what is filed. Line out inappropriate portions of items if everything in the item description doesn’t apply. Add appropriate items to the index as required. To minimize refiling, file all related papers supporting each action as one item; e.g., modifications and supporting paperwork.

(b) Include an REFCO Form 12, Documentation Diary, in the front of each contract file to provide a chronological summary of outstanding and completed actions on the contract. The REFCO Form 14, Contract Distribution Record, shall be used to document distribution of contractual documents.

(c) Duplicate and draft copies of documents should be purged from contract files prior to closeout. All contract file documents should be consistently arranged and securely attached to the file folder.